



ARIZONA JOBS PROGRAM

PROGRAM INSTRUCTIONS: DES 2-10

SUBJECT: TABLE OF CONTENTS

JOBS ONLINE POLICY MANUAL TABLE OF CONTENTS

- 100** **PURPOSE AND SCOPE** This section describes the purpose and scope of the Jobs Program based on the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) and Arizona's Employing and Moving People Off Welfare and Encouraging Responsibility (EMPOWER). This section includes mission statements for the Arizona Department of Economic Security (DES), the Division of Employment and Rehabilitation Services (DERS), and the Jobs Program.
- 200** **PARTICIPATION** Participation in Jobs activities is required for all individuals receiving TANF cash assistance unless they are temporarily deferred. The work participation rate is the factor used by the Federal Government to determine whether Arizona has met federal work requirements. Failure to meet the minimum work participation rate results in a reduction of Arizona's block grant.
- 300** **REFERRAL AND SELECTION** This section describes the Family Assistance Administration's (FAA) referral of TANF cash assistance recipients and the Jobs Program selection and notification processes.
- 400** **ORIENTATION, JOBS WELCOME, ASSESSMENT AND DEFERRALS** This section describes the flow of participants through the Orientation, Jobs Welcome Meeting, and Initial Interview.
- 500** **WORK ACTIVITIES** This section describes Jobs work activities and provides criteria to use in making assignments. All work activities must focus on employment of the participant at the earliest possible opportunity. Unsubsidized employment is the first consideration. Federal law specifies the work activities that are countable for TANF block grant funding purposes.
- 600** **JOBSTART** JOBSTART is Arizona's only subsidized work activity in public and private sectors. All Jobs Program policies and procedures apply to JOBSTART participants unless otherwise indicated. Employers may hire recipients of TANF cash assistance and food stamps for subsidized job slots that are full-time and offer a reasonable possibility of unsubsidized employment.
- 700** **JOBS PROGRAM SERVICES** This section describes the Jobs Program policies and procedures for providing and purchasing Jobs Program Services. Jobs Program Services are available to TANF cash assistance recipients to enable them to participate, to accept and maintain employment, and to successfully make a transition from welfare dependence to employment.

JOBS PROGRAM - TABLE OF CONTENTS

- 800** **SANCTIONING AND WITHHOLDING** When a participant does not participate in Jobs Program requirements, without good cause, the participant is subject to sanctioning (all families, except TPEP). The sanction is a percentage of the original TANF cash assistance amount deducted from the participant's monthly TANF cash assistance benefit. The sanction process may eventually result in the closure of the TANF cash assistance case. TPEP families are not subject to sanctioning policy, but their TANF cash assistance may be withheld in the event of non-compliance. Sanctioning or withholding actions may be imposed by other Administrations for failure to comply with other non-Jobs Program requirements.
- 900** **GENERAL INFORMATION** This section includes information related to case record information, case progress notes documentation, confidentiality, case closures, and home visits. This section also explains general interaction with participants, including volunteers, civil rights, nondiscrimination, grievances, and issues resolution.
- 1000** **SPECIALIZED PROGRAMS** This section covers policy and procedures for providers and programs that furnish services to Jobs Program participants. Services may include assessing work history, skills, educational level and aptitudes, developing individual Employment Plans, assigning work activities, and referring individuals for Jobs Program Services or community resources. Unless otherwise indicated, all established Jobs policy and procedures apply to all families.
- 1100** **EMPLOYMENT INCENTIVES** This section outlines tax credits that are available to both employees and employers. These are incentives for individuals to become employed and employers to hire certain individuals. The tax credits that are available to employers are the following:
- ✓ Work Opportunity Tax Credit (WOTC)
 - ✓ Welfare to Work (WtW)
 - ✓ State TANF Tax Credit
 - ✓ Enterprise Zone Tax Credit
- Qualified employees are eligible for the Earned Income Tax Credit (EITC).
- 1200** **ACRONYMS AND DEFINITIONS** This section includes commonly used acronyms and definitions used throughout the Jobs Online Policy Manual.
- 1300** **CONTACTS** This section includes addresses and phone numbers needed by the Jobs case managers in conducting case management activities.

The Jobs Online Policy Manual is an Adobe Acrobat document. Adobe Acrobat Reader is available free at the following URL: <http://www.adobe.com/products/acrobat/readstep.html>.